

Nebraska Risk and Protective Factor Student Survey (NRPFS)
Teacher Instructions

Prior to class

1. A box or envelope containing the survey materials will be provided to you prior to the scheduled class period. Please go through the materials to ensure that you have enough survey questionnaires for your class.
2. If you have any Spanish-speaking students in your class, ensure that your school's survey coordinator included the appropriate number of Spanish-language surveys.
3. Please verify that you have an alternate activity ready for students who refuse to participate in the survey.
4. Please verify that your class seating is arranged so that others cannot see a student's answers to the survey questions.

5. VERY IMPORTANT!!

- **LOCATE THE SCHOOL NUMBER ON THE COLORED SHEET OF PAPER ENCLOSED IN YOUR SURVEY PACKET.**
- **PLEASE WRITE THE SCHOOL NUMBER LISTED BY YOUR SCHOOL NAME ON THE CHALKBOARD. PLEASE NOTE: THE NUMBER ASSIGNED TO YOUR SCHOOL MAY OR MAY NOT BE YOUR ACTUAL SCHOOL NUMBER. IT IS IMPORTANT THAT YOU USE THE NUMBER PROVIDED.**

During Class

1. A verbatim script called "Nebraska Risk and Protective Factor Student Survey Teacher Script" follows. These instructions should be carefully and clearly read to your students at the beginning of the class period.
2. Allow students a full period to complete the survey without feeling rushed.
3. Please remain seated at the front of the classroom while the students are completing the survey. It is important that the students feel comfortable that no one will see their answers to the survey questions.
4. It is important that students use pencils (No. 2) because the surveys will be scanned to retrieve the information.
5. Students should work quietly at their desk when they are finished with the survey.
6. At the end of the class, you will pass around an envelope and ask students to place their completed survey inside. You should instruct the last person in class to seal the envelope before returning it to you.
7. Please complete the Survey Summary Form printed on the front of the envelope.

After Class

1. Please return all used and unused survey materials to your school's survey coordinator after the class period. It is important that these materials are stored in a safe location to protect the students.

NRPFSS TEACHER SCRIPT

[READ TO THE CLASS:]

Today, we will be completing the Nebraska Risk and Protective Factor Student Survey. The purpose of this survey is to learn how students in our school feel about their community, family, peers, and school. The survey also asks what students think about different health behaviors and drug use.

The survey is **anonymous and entirely confidential**. No one in the school or community will see your completed survey. You should read each question in the survey booklet and fill in the circle for your answer. The survey booklet does not have your name or any other identifying information on it, so no one will know how you answer any of the questions.

At the end of class, I will pass around an envelope and ask you to place your completed survey booklet inside. The last person in class will seal this envelope before returning it to me. The survey is voluntary. If you do not wish to participate in the survey, please raise your hand now.

[IF STUDENT(S) REFUSE(S) TO PARTICIPATE, INSTRUCT HIM OR HER ON AN ALTERNATE ACTIVITY]

[PASS OUT THE SURVEY BOOKLETS AND THEN READ THE INSTRUCTIONS AT THE BEGINNING OF THE QUESTIONNAIRE AND HAVE THE STUDENTS FOLLOW ALONG. THEN, READ THE FOLLOWING TO THE CLASS:]

Your answers will be read automatically by a machine. Please use a dark lead pencil - like a Number 2 pencil to mark your answers on the questionnaire. Fill in each circle completely and cleanly erase any answer you wish to change. Do not make any other marks or comments on the questionnaire.

Remember - **Do not put your name on the questionnaire.**

Please answer every question as honestly as you can so that the information that comes from the survey is correct and useful.

When you are finished, please remain at your desk and read or work quietly until the end of class. If, at any time during the survey, you have a question, raise your hand. For those of you who are still working at the end of class, I will let you know when it's time to stop. If you don't finish the entire questionnaire, that's okay.

[BEFORE STUDENTS BEGIN, WRITE THE SCHOOL NUMBER ON THE BOARD AND INSTRUCT THE STUDENTS TO MARK IT IN THE DESIGNATED AREA ON THE FIRST PAGE OF THE SURVEY. THE SCHOOL NUMBER CAN BE FOUND ON THE COLORED SHEET OF PAPER LOCATED IN YOUR SURVEY PACKET. IMPORTANT: THE NUMBER ASSIGNED TO YOUR SCHOOL MAY OR MAY NOT BE YOUR ACTUAL SCHOOL NUMBER. IT IS IMPORTANT THAT YOU USE THE NUMBER PROVIDED.]

[PLEASE SIT AT THE FRONT OF THE CLASSROOM WHILE STUDENTS ARE TAKING THE SURVEY TO ENSURE CONFIDENTIALITY.]

You may begin.

[AT THE END OF CLASS, PUT ANY UNUSED QUESTIONNAIRES INTO THE ENVELOPE AND FILL IN THE INFORMATION ON THE ENVELOPE AND SAY:]

The class period is over now. If you have not finished the survey, please stop where you are and close the survey booklet. I'm passing around an envelope now. Please put your completed survey inside the envelope and pass it to the next person. Will the last person please seal the envelope and return it to me.

On behalf of the school and the State of Nebraska, I would like to thank you for your participation in this important study.